

Project Manager & Key Staff Standards

for Technical Proposals

Projects using Level A and/or Level B prequalification disciplines

Notes: This is a “pick list” for NJDOT Contract Managers, not all requirements apply for all projects.

For use in ALL Divisions within NJDOT, Project Management uses # of projects, other Divisions use # of years.

Project Manager	Project Specific Education, License and Other Requirements (TP Section 5)	Experience On Similar Projects (TP Section 6)	Similar Project Experience (TP Sections 6 & 7)
PROJECT MANAGER	<ul style="list-style-type: none"> BACHELORS DEGREE NJPE MUST HAVE MANAGED AT LEAST 1 TRANSPORTATION PROJECT OR SERVED AS DEPUTY PROJECT MANAGER FOR 2 TRANSPORTATION PROJECTS THROUGH SUBSTANTIAL COMPLETION OF CONSTRUCTION WITHIN THE LAST 10 YEARS EXPERIENCE IN NJDOT PROCEDURES MANUAL 	UP TO 6 PROJECTS	<ul style="list-style-type: none"> OVERALL RESPONSIBILITY FOR PERFORMANCE AND DELIVERY OF THE PROJECT DIRECTLY RESPONSIBLE FOR WORK COORDINATION, STAFF ASSIGNMENTS, BUDGETS, SCHEDULES FOR DELIVERY OF THE FINAL REPORT, STUDY OR DESIGN FOR THE PROJECT
		4 TO 8 YEARS	
Key Staff/ Team Leaders	Project Specific Education, License and Other Requirements (TP Section 9)	Experience On Similar Projects (TP Section 10)	Similar Project Experience (TP Section 10)
ROADWAY DESIGN	<ul style="list-style-type: none"> BSCE NJPE EXPERIENCE IN NJDOT ROADWAY DESIGN MANUAL 	UP TO 6 PROJECTS	<ul style="list-style-type: none"> GEOMETRIC DESIGN HORIZONTAL AND VERTICAL DESIGN HIGHWAY SECTIONS DESIGN EXCEPTIONS PREPARATION OF TRAFFIC STRIPING PLANS PREPARATION OF CONSTRUCTION STAGING AND MAINTENANCE & PROTECTION OF TRAFFIC PLANS
		4 TO 6 YEARS	
BRIDGE DESIGN	<ul style="list-style-type: none"> BSCE NJPE EXPERIENCE IN NJDOT BRIDGES & STRUCTURES DESIGN MANUAL 	UP TO 6 PROJECTS	<ul style="list-style-type: none"> BRIDGE DESIGN LOAD RESISTANCE FACTOR DESIGN (LRFD) BOX CULVERT DESIGN RETAINING WALL DESIGN SIGN STRUCTURE DESIGN
		4 TO 6 YEARS	
GEOTECHNICAL ENGINEERING	<ul style="list-style-type: none"> BSCE NJPE EXPERIENCE IN NJDOT BRIDGES & STRUCTURES DESIGN MANUAL 	UP TO 6 PROJECTS	<ul style="list-style-type: none"> FOUNDATION SUBSOIL EXPLORATION PROGRAM PREPARATION OF FOUNDATION REPORT
		3 TO 5 YEARS	
PAVEMENT DESIGN	<ul style="list-style-type: none"> BSCE NJPE EXPERIENCE WITH SHRP LTTP DISTRESS IDENTIFICATION MANUAL EXPERIENCE WITH AASHTO GUIDE FOR DESIGN OF PAVEMENT STRUCTURES, 1993 OR LATER 	UP TO 6 PROJECTS	<ul style="list-style-type: none"> CONCRETE PAVEMENT REHAB TECHNIQUES SOIL MECHANICS – RESILIENT MODULUS AND SUBSURFACE DRAINAGE SUPERPAVE LEVEL I LIFE CYCLE COST ANALYSIS BACK CALCULATION OF FWD DEFLECTION DATA
		2 TO 4 YEARS	
HYDRAULICS AND HYDROLOGY	<ul style="list-style-type: none"> BSCE EXPERIENCE IN DRAINAGE DESIGN (i.e. HEC-I AND HEC-II, TR55, HEC-20 AND HEC-RAS). 	UP TO 6 PROJECTS	<ul style="list-style-type: none"> HIGHWAY DRAINAGE DESIGN WATER SPREAD CALCULATIONS DESIGN OF RETENTION AND DETENTION BASIN FOR WATER QUALITY FLOOD ROUTING CALCULATIONS SCOUR ANALYSIS FOR BRIDGES BACK WATER ANALYSIS FOR STREAM ENCROACHMENT PERMIT
		4 TO 6 YEARS	
UTILITY ENGINEERING	<ul style="list-style-type: none"> BSCE EXPERIENCE IN NJDOT PROCEDURES MANUAL EXPERIENCE WITH STATE UTILITY & RAILROAD ACCOMMODATION POLICY 	UP TO 6 PROJECTS	<ul style="list-style-type: none"> PREPARATION OF UTILITY RELOCATION SCHEMES AND DESIGN-CONSTRUCTION PLANS PREPARATION OF UTILITY AGREEMENT PLANS PREPARATION OF SPECIFICATIONS (SPECIAL PROVISIONS)
		3 TO 5 YEARS	

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Key Staff/ Team Leaders	Project Specific Education, License and Other Requirements (TP Section 9)	Experience On Similar Projects (TP Section 10)	Similar Project Experience (TP Section 10)
SURVEYING AND ROW ENGINEERING	<ul style="list-style-type: none"> NJ PLS EXPERIENCE WITH NJ MAP FILING LAW FOR ROW MAPPING EXPERIENCE WITH NJDOT SURVEYING MANUAL & STANDARD ARTICLE 44 	UP TO 6 PROJECTS	<ul style="list-style-type: none"> TOPOGRAPHIC SURVEY, BASE LINE SURVEY, PROFILE AND CROSS SECTIONS FOR HIGHWAYS PROPERTY SURVEY FOR R.O.W. MAPPING WRITING A DEED FOR R.O.W. PARCELS
		5 TO 7 YEARS	
TRAFFIC ENGINEERING	<ul style="list-style-type: none"> BSCE EXPERIENCE WITH MUTCD EXPERIENCE WITH TRAFFIC SAFETY IN CONSTRUCTION ZONE, HIGHWAY CAPACITY MANUAL EXPERIENCE WITH HIGHWAY CAPACITY ANALYSIS SOFTWARE HCM, TRANSIT 7F, PASR2, SYNCHRO 	UP TO 6 PROJECTS	<ul style="list-style-type: none"> HIGHWAY CAPACITY ANALYSIS LEVEL OF SERVICE ANALYSIS
		3 TO 5 YEARS	
ENVIRONMENTAL SCIENCE	<ul style="list-style-type: none"> BACHELORS AND/OR MASTERS DEGREE IN ENVIRONMENTAL SCIENCE, ECOLOGY, GEOLOGY, ENGINEERING, BIOLOGY, CHEMICAL OR NATURAL RESOURCES EXPERIENCE WITH STATE & FEDERAL ENVIRONMENTAL REGS EXPERIENCE WITH NJDOT PROCEDURES MANUAL 	UP TO 6 PROJECTS	<ul style="list-style-type: none"> PREPARATION OF CATEGORICAL EXCLUSION DOCUMENTATION PREPARATION OF ENVIRONMENTAL ASSESSMENTS PREPARATION OF SECTION 4(f) DOCUMENTS PREPARATION OF EO 215 DOCUMENTS AIR QUALITY ECOLOGY HAZARDOUS WASTE SCREENINGS NOISE SOCIOECONOMIC AND LAND USE
		5 TO 7 YEARS	
ENVIRONMENTAL - CULTURAL RESOURCES	<ul style="list-style-type: none"> QUALIFIED IN 36 CFRPART 61 (WHICH NOTES BACHELORS OR MASTERS DEGREE IN ARCHEOLOGY, ANTHROPOLOGY, ARCHITECTURAL HISTORY, ART HISTORY, HISTORIC PRESERVATION OR CLOSELY RELATED FIELD) 	UP TO 6 PROJECTS	<ul style="list-style-type: none"> CULTURAL RESOURCES (INCLUDING ARCHEOLOGY AND HISTORIC ARCHITECTURAL SURVEYS AND MITIGATION EFFORTS)
		5 TO 7 YEARS	
ELECTRICAL ENGINEERING	<ul style="list-style-type: none"> BSEE EXPERIENCE IN CADD - "dgn" FORMAT EXPERIENCE WITH LIGHTING DESIGN SOFTWARE - CALA 	UP TO 6 PROJECTS	<ul style="list-style-type: none"> TRAFFIC SIGNAL DESIGN HIGHWAY LIGHTING DESIGN
		2 TO 4 YEARS	
ITS	<ul style="list-style-type: none"> BSEE (ELECTRICAL OR ELECTRONICS EXPERIENCE WITH DESIGN, DEPLOYMENT & OPERATION OF ITS TECHNOLOGIES EXPERIENCE WITH NTCIP STANDARDS EXPERIENCE WITH ITS ARCHITECTURES & SYSTEMS ENGINEERING PROCESS 	UP TO 6 PROJECTS	<ul style="list-style-type: none"> DESIGN AND TESTING OF A COMPLETED AND OPERATIONAL ITS SYSTEM, INCLUDING DMS, CCTV, CTSS, AND TRAFFIC DETECTORS DATA AND VIDEO COMMUNICATIONS NETWORKS AND SYSTEMS INTEGRATION, INCLUDING FIBER AND WIRELESS SYSTEMS DESIGN OF TRAFFIC MANAGEMENT CENTER
		2 TO 5 YEARS	
COMMUNITY INVOLVEMENT	<ul style="list-style-type: none"> ORGANIZED COMMUNITY OUTREACH EVENTS 	2 TO 4 YEARS	<ul style="list-style-type: none"> RESPONSIBLE FOR PUBLIC INFORMATION CENTERS COMMUNITY OUTREACH MAINTAINING MAILING LISTS & RECORDS OF COMMUNITY OUTREACH PROGRAM CONTEXT SENSITIVE DESIGN (CSD)
		3 TO 5 YEARS	

Project Manager & Key Staff Standards
for Technical Proposals
Projects using Level B and/or Level C prequalification disciplines

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For use in ALL Divisions within NJDOT, Project Management uses # of projects, other Divisions use # of years.

Project Manager	Project Specific Education, License and Other Requirements (TP Section 5)	Experience On Similar Projects (TP Section 6)	Similar Project Experience (TP Sections 6 & 7)
PROJECT MANAGER	<ul style="list-style-type: none"> BACHELORS DEGREE NJPE MUST HAVE MANAGED AT LEAST 2 TRANSPORTATION PROJECTS THROUGH SUBSTANTIAL COMPLETION OF CONSTRUCTION WITH 1 HAVING A CONSTRUCTION COST OF OVER \$15M EXPERIENCE IN NJDOT PROCEDURES MANUAL 	UP TO 6 PROJECTS	<ul style="list-style-type: none"> OVERALL RESPONSIBILITY FOR PERFORMANCE AND DELIVERY OF THE PROJECT DIRECTLY RESPONSIBLE FOR WORK COORDINATION, STAFF ASSIGNMENTS, BUDGETS, SCHEDULES FOR DELIVERY OF THE FINAL REPORT, STUDY OR DESIGN FOR THE PROJECT
		6 TO 10 YEARS	
Key Staff Team Leaders	Project Specific Education, License and Other Requirements (TP Section 9)	Experience On Similar Projects (TP Section 10)	Similar Project Experience (TP Section 10)
ROADWAY DESIGN	<ul style="list-style-type: none"> BSCE NJPE EXPERIENCE IN NJDOT ROADWAY DESIGN MANUAL EXPERIENCE IN NJDOT PROCEDURES MANUAL EXPERIENCE WITH INROADS AND MICROSTATION (i. CADD) PROGRAMS 	UP TO 6 PROJECTS	<ul style="list-style-type: none"> GEOMETRIC DESIGN HORIZONTAL AND VERTICAL DESIGN HIGHWAY SECTIONS DESIGN EXCEPTIONS PREPARATION OF TRAFFIC STRIPING PLANS PREPARATION OF CONSTRUCTION STAGING AND MAINTENANCE & PROTECTION OF TRAFFIC PLANS
		6 TO 8 YEARS	
BRIDGE DESIGN	<ul style="list-style-type: none"> BSCE NJPE EXPERIENCE IN NJDOT BRIDGES & STRUCTURES DESIGN MANUAL EXPERIENCE IN NJDOT PROCEDURES MANUAL 	UP TO 6 PROJECTS	<ul style="list-style-type: none"> BRIDGE DESIGN LOAD RESISTANCE FACTOR DESIGN (LRFD) BOX CULVERT DESIGN RETAINING WALL DESIGN SIGN STRUCTURE DESIGN
		6 TO 8 YEARS	
GEOTECHNICAL ENGINEERING	<ul style="list-style-type: none"> BSCE NJPE EXPERIENCE IN NJDOT BRIDGES & STRUCTURES DESIGN MANUAL EXPERIENCE IN NJDOT PROCEDURES MANUAL 	UP TO 6 PROJECTS	<ul style="list-style-type: none"> FOUNDATION SUBSOIL EXPLORATION PROGRAM PREPARATION OF FOUNDATION REPORT
		3 TO 5 YEARS	
PAVEMENT DESIGN	<ul style="list-style-type: none"> BSCE NJPE EXPERIENCE WITH SHRP LTTP DISTRESS IDENTIFICATION MANUAL EXPERIENCE WITH AASHTO GUIDE FOR DESIGN OF PAVEMENT STRUCTURES, 1993 OR LATER 	UP TO 6 PROJECTS	<ul style="list-style-type: none"> CONCRETE PAVEMENT REHAB TECHNIQUES SOIL MECHANICS – RESILIENT MODULUS AND SUBSURFACE DRAINAGE SUPERPAVE LEVEL I LIFE CYCLE COST ANALYSIS BACK CALCULATION ANALYSIS OF FWD DEFLECTION DATA
		6 TO 8 YEARS	
HYDRAULICS AND HYDROLOGY	<ul style="list-style-type: none"> BSCE EXPERIENCE IN DRAINAGE DESIGN (i.e. HEC-I AND HEC-II, TR55, HEC-20 AND HEC-RAS). 	UP TO 6 PROJECTS	<ul style="list-style-type: none"> HIGHWAY DRAINAGE DESIGN WATER SPREAD CALCULATIONS DESIGN OF RETENTION AND DETENTION BASIN FOR WATER QUALITY FLOOD ROUTING CALCULATIONS SCOUR ANALYSIS FOR BRIDGES BACK WATER ANALYSIS FOR STREAM ENCROACHMENT PERMIT
		4 TO 6 YEARS	
UTILITY ENGINEERING	<ul style="list-style-type: none"> BSCE EXPERIENCE IN NJDOT PROCEDURES MANUAL EXPERIENCE WITH STATE UTILITY & RAILROAD ACCOMMODATION POLICY 	UP TO 6 PROJECTS	<ul style="list-style-type: none"> PREPARATION OF UTILITY RELOCATION SCHEMES AND DESIGN-CONSTRUCTION PLANS PREPARATION OF UTILITY AGREEMENT PLANS PREPARATION OF SPECIFICATIONS (SPECIAL PROVISIONS)
		3 TO 5 YEARS	

Project Manager & Key Staff Standards
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Projects using Level B and/or Level C prequalification disciplines

Notes: This is a “pick list” for NJDOT Contract Managers, not all requirements apply for all projects.
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Key Staff Team Leaders	Project Specific Education, License and Other Requirements (TP Section 9)	Experience On Similar Projects (TP Section 10)	Similar Project Experience (TP Section 10)
SURVEYING AND ROW ENGINEERING	<ul style="list-style-type: none"> NJ PLS EXPERIENCE WITH NJ MAP FILING LAW FOR ROW MAPPING EXPERIENCE WITH NJDOT SURVEYING MANUAL & STANDARD ARTICLE 44 EXPERIENCE IN NJDOT PROCEDURES MANUAL 	UP TO 6 PROJECTS	<ul style="list-style-type: none"> TOPOGRAPHIC SURVEY, BASE LINE SURVEY, PROFILE AND CROSS SECTIONS FOR HIGHWAYS PROPERTY SURVEY FOR R.O.W. MAPPING WRITING A DEED FOR R.O.W. PARCELS
		5 TO 7 YEARS	
TRAFFIC ENGINEERING	<ul style="list-style-type: none"> BSCE EXPERIENCE WITH MUTCD EXPERIENCE WITH TRAFFIC SAFETY IN CONSTRUCTION ZONE, HIGHWAY CAPACITY MANUAL EXPERIENCE WITH HIGHWAY CAPACITY ANALYSIS SOFTWARE HCM, TRANSIT 7F, PASR2, SYNCHRO 	UP TO 6 PROJECTS	<ul style="list-style-type: none"> HIGHWAY CAPACITY ANALYSIS LEVEL OF SERVICE ANALYSIS
		5 TO 7 YEARS	
ENVIRONMENTAL SCIENCE	<ul style="list-style-type: none"> BACHELORS AND/OR MASTERS DEGREE IN ENVIRONMENTAL SCIENCE, ECOLOGY, GEOLOGY, ENGINEERING, BIOLOGY, CHEMICAL OR NATURAL RESOURCES EXPERIENCE WITH STATE & FEDERAL ENVIRONMENTAL REGS EXPERIENCE WITH NJDOT PROCEDURES MANUAL 	UP TO 6 PROJECTS	<ul style="list-style-type: none"> PREPARATION OF CATEGORICAL EXCLUSION DOCUMENTATION PREPARATION OF ENVIRONMENTAL ASSESSMENTS PREPARATION OF SECTION 4(f) DOCUMENTS PREPARATION OF EO 215 DOCUMENTS AIR QUALITY ECOLOGY HAZARDOUS WASTE SCREENINGS NOISE SOCIOECONOMIC AND LAND USE
		5 TO 7 YEARS	
ENVIRONMENTAL - CULTURAL RESOURCES	<ul style="list-style-type: none"> QUALIFIED IN 36 CFRPART 61 (WHICH NOTES BACHELORS OR MASTERS DEGREE IN ARCHEOLOGY, ANTHROPOLOGY, ARCHITECTURAL HISTORY, ART HISTORY, HISTORIC PRESERVATION OR CLOSELY RELATED FIELD) 	UP TO 6 PROJECTS	<ul style="list-style-type: none"> CULTURAL RESOURCES (INCLUDING ARCHEOLOGY AND HISTORIC ARCHITECTURAL SURVEYS AND MITIGATION EFFORTS)
		5 TO 7 YEARS	
ELECTRICAL ENGINEERING	<ul style="list-style-type: none"> BSEE EXPERIENCE IN CADD - "dgn" FORMAT EXPERIENCE WITH LIGHTING DESIGN SOFTWARE - CALA 	UP TO 6 PROJECTS	<ul style="list-style-type: none"> TRAFFIC SIGNAL DESIGN HIGHWAY LIGHTING DESIGN MOVEABLE BRIDGE WORK
		2 TO 4 YEARS	
ITS	Only Level A	Only Level A	Only Level A
COMMUNITY INVOLVEMENT	<ul style="list-style-type: none"> ORGANIZED COMMUNITY OUTREACH EVENTS 	UP TO 6 PROJECTS	<ul style="list-style-type: none"> RESPONSIBLE FOR PUBLIC INFORMATION CENTERS COMMUNITY OUTREACH MAINTAINING MAILING LISTS & RECORDS OF COMMUNITY OUTREACH PROGRAM CONTEXT SENSITIVE DESIGN (CSD) ESTABLISHING STAKEHOLDER GROUPS
		3 TO 5 YEARS	